



BOARD MEETING MINUTES

Date: Thursday March 2, 2017. 12:00pm
Venue: Jetpark Hotel and Conference Centre, Auckland

ATTENDANCE AND APOLOGIES

Apologies: None

Attendance as follows.

Board: Greg McKeown - Chair (GM), Linda Kenny (LK), Fran Hopkins (FH), Steve Dunbar (SD), Gareth Fleming (GF), Vaughan Utteridge (VU)

Jim O'Grady – Chief Executive (CE/JO)

CONFLICTS OF INTEREST

None noted

MINUTES OF PREVIOUS MEETINGS

Purpose: To confirm the minutes and resolutions of the previous meetings held December 13, 2016

Matters arising from minutes: None

Resolution

That the minutes of the previous SNZ Board meeting held December 13, 2016 be approved as true and correct record of proceedings.

Moved: SD Seconded: LK Carried:

STANDING RESOLUTIONS AND ITEMS FOR RATIFICATION

1. Resolution

Purpose: To apply for grant funding.

The SNZ Board agrees to apply for funding to support a range of activities as and when required.

Moved: SD Seconded: LK Carried:

2. Resolution

Purpose: To ratify an OOMR by the SNZ Board on the 22 February 2017 regarding the CE salary.

On the 24th November, 2016 the HR sub-committee conducted an annual performance review with the CE and subsequently made a remuneration recommendation to the SNZ Board.

That the Chief Executive's salary be confirmed, effective 1 December 2016.

Moved: GM Seconded: SD Carried:

3. Resolution

Purpose: To ratify the recommendations of the Junior Selectors for the Trans-Tasman Test Series team to represent New Zealand in April 2017 at the Henderson Squash Club.

That the recommendations of the Junior Selectors for the Trans-Tasman Test team be ratified.

Moved: VU Seconded: GF Carried:

4. Resolution

Purpose: To ratify an OOMR by the SNZ Board on the 1 March 2017 to appoint an additional coach to work with Robbie Wyatt for the Trans-Tasman Test Series in 2017. The SNZ HP Manager, Shelley Kitchen, had circulated a recommendation from the HPAP on the appointment of an assistant coach for the TTTS.

VU questioned if the Board should be involved in these operational matters. The general feeling was it provided a safety net for management and scrutiny that due process had been observed.

That Nick Mita be appointed as coach to work with Robbie Wyatt at the 2017 Trans-Tasman Test Series.

Moved: SD Seconded: LK Carried:

CE REPORT

The CE report, having been previously circulated, was discussed and duly received.

FINANCIAL REPORTS

Financial Reports SNZ and Club Kelburn to 31 January 2017.

The balance sheets and P&L reports for both SNZ and Club Kelburn had been circulated prior to the meeting. The new reports were generated using Xero. The migration from Accredo to Xero was now complete with the budget loaded for SNZ. (Club K still to be done). It was agreed to provide a budget variance report for future Board meetings.

Resolution

That the SNZ Board receives the financial reports as tabled.

Moved: GM Seconded: GF Carried:

ITEMS FOR DECISION

Item 1

To review the SNZ Annual Plan Action items, Marking our Game and Budget for 2016/2017

The Board discussed the key priorities for 2016 / 2017 and it was agreed that tracking should be provided in future reports to indicate progress against the KPIs. Staff in the national office would provide quantitative detail against each of the KPIs in their respective portfolios.

Under participation growth there was a budget provision for a marketing campaign. It was agreed that the nature and style of the campaign would be determined by the outcomes of the national roadshow and was in addition to the roadshow itself.

SD reiterated the potential of the resurrecting the Grocery Trade tournament. A budget and feasibility study to be produced. The merits of a "Corporate Challenge" were discussed and there was some doubt about the return on investment. It was agreed that the national office investigate the feasibility of an alternative event that would include our top players such as Joelle King and Paul Coll.

The IT roadmap was yet to be developed but should be a priority for the mid-year presidents meeting.

The CRP Work Group will provide a series of recommendations to the mid-year president meeting. It was noted the TOR for the Work Group had captured the intent of the Squash Wellington remit regarding unified delivery.

ITEMS FOR DISCUSSION

Item 1

National Forum 2016 review. The key outcomes of the 2016 Forum were discussed:

- a) The mid-year Presidents' meeting would focus on the alignment of national and district annual plans for 2017 / 2018 at an action and KPI level. The roadshow would outline the SNZ key priorities and planning process for the year and promote the use of similar reporting formats.
- b) The CRP Work Group had held its first meeting and group members would initially focus on gathering information. A review of the MoA process and current agreements would be undertaken. The focus was on connections and resilience and how this affected participation.
- c) The motions and recommendations from the 2016 Forum had been circulated to the districts. A recommendation on the SNZ rotation policy would be submitted to the mid-year presidents meeting.

Item 2

Board Work Plan

A draft Board work plan to be circulated for discussion and adoption at the next meeting.

Item 3

Squash Foundation

CE to provide an update on the Squash Foundation progress for the next Board meeting.

Item 4

Board Policy Handbook

An updated draft version of the Board Policy Handbook had been circulated for comment and adoption at the next Board meeting.

Item 5

CE Review

The CE Review Committee reported on the December 2016 review outcomes (In committee)

Item 6

Major Events 2017

CE provided an update on World Junior Championships in Tauranga and the World Masters Games.

There remained an element of risk with funding for the WJC (circa \$50k) but in the event of a funding shortfall expenditure would be reduced accordingly. 450 entries confirmed for WMG. It was suggested that recreational players at the WMG could be contacted and encouraged to join a club.

Item 7

Governance:

Board secondment was discussed. It was agreed that seconded members should be recruited with specific skills in mind - technology, high performance and marketing were identified.

Growth and the changing demographic in Auckland were discussed as opportunities.

Board evaluation process:

GM & CE to investigate options and timing

Composition and structure of subcommittees and advisory groups:

The current composition and structure of sub committees and advisory groups to be summarised and to be reviewed at the next Board meeting.

It was agreed that Fran Hopkins be appointed to the HPAP pending the Board review of advisory groups.

Moved: LK Seconded: GM Carried

National office staff might be invited to occasionally attend and present on key initiatives at future Board meetings if required.

Mid-year presidents

Key items for the mid-year presidents meeting agenda were summarised: co-ordination of SNZ and district 2017/18 annual plans, CRP Work Group presentation, national event rotation policy, technology roadmap.

FOR INFORMATION

Reports were received from the Squash Director, Coaching and Development Director and the HP Manager. It was agreed that in future the reports should be aligned to the key priorities of the annual plan.

Chair

Date

MEETING SCHEDULE

December 13	Conference call
February 7	Conference Call
March 2	Jetpark, Auckland
March 31	Jetpark, Auckland
May 19	Jetpark, Auckland
June 23	Jetpark, Auckland
June 24	Jetpark Auckland - Presidents Meeting
July 22	Tauranga (Venue TBC)
August 22	Conference Call
October 6	Christchurch (Venue TBC)
December 2	Jetpark, Auckland - Forum, AGM
December 3	Jetpark, Auckland – Board Meeting